

A. Information About the Suggester:

[REDACTED], GS-7, Mail and File Supervisor, OO FDD

25X1A9A

B. Summary of the Suggestion:

The suggester proposes the periodic issuance of a Registry and Message Center Directory. This directory would contain the up-to-date room and building numbers where mail for various organizations is received and dispatched. The suggester believes that such a directory would save a great deal of time in the delivery of mail and it would also be beneficial in the sorting of mail to the various organizations that have it done in the mail room. By having the proper addressess on the mail, this would assist the couriers in their deliveries.

C. Evaluation:

The Chief, General Services Office states that "It is our opinion that the suggestion has considerable merit in that it would expedite the delivery of mail by courier to the various registries. Also, a check made with several of the larger registries to determine what effect the adoption of this suggestion would have on their internal operations indicates that some saving of time would be realized in the addressing of outgoing mail.

D. Estimated Savings:

|   | Annual Total |
|---|--------------|
| (a) Registry time saved<br>in addressing mail -<br>2 hrs. weekly @ GS-3 | \$295.36     |
| (b) Courier and mail clerk<br>time saved - 4 hrs.<br>weekly @ GS-4      | 318.24       |
| TOTAL   | \$613.60     |

COSTS

|  |        |
|--|--------|
| (a) Initial preparation of register<br>card punch, etc.          | 39.36  |
| (b) Quarterly reissuance of register<br>- 12 hrs. at ave. salary | 78.72  |
| TOTAL  | 118.08 |
| NET SAVING   | 495.52 |

E. Note:

The Table of Awards found in Regulation No. [REDACTED] indicates an award of \$25.00 based on the estimated savings.

25X1